

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Director of Human Resources	<u>Revision Date:</u>	06/2013
		<u>EEO Category:</u>	Official/Admin
		<u>Status:</u>	Exempt (Exec.)
		<u>Control No:</u>	20384

II Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Assistant Chief Administrative Officer, directs the operations, planning and budget of the Division of Human Resources.

III Essential Duties:

GENERAL MANAGEMENT

- Supervise the work of division staff members.
- Develop operating budget for Human Resources.
- Prepare and present information to the City Council, residents, other government agencies and employees.

PERSONNEL

- Supervise, develop and maintain personnel systems, forms, procedures and methods of record keeping for the city-wide human resource function.
- Prepare, recommend and maintain a city position classification plan.
- Develop and administer a program for employee performance evaluations.
- Prepare and administer employee wage adjustments.
- Develop, administer and coordinate training programs for city departments and employees
- Oversee development and maintenance of the city's Employee Handbook and accompanying city policies and procedures.
- Foster and develop programs for the improvement of employee effectiveness, including training, safety, health and other human resource areas.
- Conduct investigations of claims of harassment, discrimination, whistle blowing, etc.
- Coordinate conflict resolution procedures, including the employee grievance process.
- Research and suggest action regarding human resource law to ensure city compliance with federal and state laws and regulations.
- Administer the city's Drug Free Workplace policy.
- Serve as the city's ADA Coordinator.
- Oversee management of the city's recruitment, testing, selection and hiring efforts.
- Coordinate the city's benefit programs, including service as the city's Plan Administrator for all employee benefit plans.
- Coordinate the city's annual open enrollment process.
- Manage and oversee the COBRA compliance process.
- Manage and oversee the FMLA compliance process.
- Manage and oversee the HIPAA compliance process.
- Establish the direction of the city's human resources function in alignment with city administration and departments.
- Coordinate the city's wellness program.
- Coordinate the operation of the city's onsite health clinic.

BUDGET

- Maintain and oversee the compensation and classification system within the payroll/human resource information system (HRIS).
- Serve as a member of the Mayor's budget committee.
- Develop and distribute needed reports from the HRIS system.
- Prepare and recommend compensation and benefit plan for city employees.
- Perform budget analysis as it directly relates to employee compensation and benefits.
- Forecast fiscal year compensation and benefit costs.
- Prepare annual compensation and benefit budget in direct relation with the Finance and Information Technology Department.

IV Marginal Duties:

- Perform other duties, as assigned.

V Qualifications:

Education: Master's degree in public administration, business administration, accounting or other relevant post graduate discipline required.

Experience: Requires five years related work experience with progressively increasing responsibilities, including at least three years municipal administration and supervisory experience; may substitute up to two additional years of education for experience, except required supervisory experience. Strong quantitative skills required.

Certificates/Licenses: A valid Utah driver's license is required.

Probationary Period: Not applicable. This is an appointed position.

Knowledge of: Principles of management, human resource and benefit administration, municipal budgeting, governmental accounting, planning, purchasing, risk management, facilities maintenance, records administration, and supervision; general municipal government practices and procedures, city practices and structure. Strong knowledge of human resource laws and regulations, computer programs, including word processing, spreadsheets, presentation software, and document imaging software.

Responsibility: Make decisions affecting the activities of people, including worker motivation and satisfaction; access important city records dealing with confidential matters; responsible for actions that may lead to liability from a risk management perspective; responsible for the care, condition and use of materials, equipment money and tools; and supervise personnel.

Communication Skills: Contacts with other departments, furnishing and obtaining information; regular and frequent outside contact with persons of high rank on matters requiring explanations and discussions, requiring tact and judgment, and well developed sense of strategy and timing; contact with city management and the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; influencing others to obtain desired results; using sound judgment to avoid friction; effective oral and written communication.

Tool Machine and Equipment Operation: Requires regular use of office equipment, including computer, telephone, copy machine, printer, fax machine and audio visual equipment, and occasional use of personal or city vehicle.

Analytical Ability: Establish and maintain effective working relationships with employees, executives and the public; apply general problem solving and analytical principles to effectively deal with various situations and make sound recommendations and presentations; prioritize tasks; apply complex concepts to the solution of problems and performance of assigned duties; model programs to needs of users for desired results; organize; delegate and establish meaningful goals; work well under pressure and impending deadlines; relate well with a variety of persons under varying circumstances.

VI Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls and frequently communicates with others. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; frequent contact with high-profile individuals.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.

DEPT/DIV. APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____